

10. Do you have a current or expired Virginia Barber, Cosmetology, or Nail Technician License?
- No ☐
- Yes ☐ Virginia License Number _____ Expiration Date _____
- Virginia License Number _____ Expiration Date _____
11. Are you applying to take the **Instructor** Examination?
- No ☐
- Yes ☐ VA Cosmetology License Number 1 2 Expiration Date _____
- If you are applying for an Instructor Examination, skip to question #13.**
12. Which method are you using to qualify for the examination? Select only **one**.
- ☐ Completion of an approved cosmetology training program in a Virginia licensed cosmetology school or a Virginia public school cosmetology program approved by the Virginia Department of Education.
Required Documentation: A completed *Training and Experience Verification Form*.
- ☐ Successful completion of 1500 hours of cosmetology training which is substantially equivalent to the Virginia program but is obtained outside of the Commonwealth of Virginia, but within the United States and its territories.
Required Documentation: A diploma or official school transcript indicating the 1500 hours of instruction received **or** written verification from the Licensing Board in the state where the 1500 hours of training were received.
- ☐ Completion of a substantially equivalent cosmetology course and six months of cosmetology work experience.
Required Documentation: A certificate, diploma, or other documentation verifying successful completion of the cosmetology course **and** a completed *Training and Experience Verification Form* documenting at least six months of cosmetology work experience.
- ☐ Completion of the Virginia apprenticeship program in cosmetology.
Required Documentation: Completed *Change of Status Form* or an *Apprenticeship Action Form*.
- ☐ Virginia licensed barber with two years of work experience.
Required Documentation: A completed *Training and Experience Verification Form*.
- ☐ Virginia licensed barber or barber student (with less than two years of work experience) enrolled in a Virginia cosmetology training school and seeking credit for performances completed at a barber school.
Required Documentation: A completed *Training and Experience Verification Form*.
- ☐ Cosmetology training obtained in any Virginia State Institution.
Required Documentation: Completed *Training and Experience Verification Form*.
- ☐ Two years of cosmetology experience in the United States armed forces.
Required Documentation: Completed *Training and Experience Verification Form*.
13. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
- No ☐
- Yes ☐ If yes, please provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.
14. Have you ever been convicted in any jurisdiction of a misdemeanor or felony? *Any plea of nolo contendere shall be considered a conviction.*
- No ☐
- Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision; **and** any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.
- Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472. Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.*
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15. Are you applying for a temporary permit?

No ☐

Yes ☐ If yes, please have your sponsor complete and sign the following sponsorship agreement.

I, the undersigned, agree to supervise all activities related to the _____ practice _____ of cosmetology
instruction _____
for the named applicant, and shall be responsible for his/her cosmetology activities during the time the temporary permit is
in force.

Printed Name of Sponsor
Cosmetology License No. 1201

Signature of Sponsor
Instructor Certificate No. 1204
(If applicable)

16. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested license. I certify that I read, understand, and have complied with, all the laws of Virginia related to cosmetology licensure under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Attach:

Recent 2x2
Head and shoulders photo
Here

**Photocopy pictures are not
permitted**